

NOAA FINANCIAL STATEMENT
Draft FY 2006 Due Date Calendar
 (Based on 12/16/05 DOC OFM Due Date Calendar)

SECOND QUARTER REPORTING REQUIREMENTS	
Month of January closed for transactions in CBS	JANUARY 31, 2006
Month of February closed for transactions in CBS	FEBRUARY 28, 2006
All line offices notify Financial Statements Branch (Germantown Finance Office) of scheduled PP&E and inventory counts.	When Known
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the quarterly financial statement information requirements schedule ("quarterly data call") for items with a March 13, 2006 cut-off date.	MARCH 20, 2006
Second quarter closed for transactions in CBS. (After this date Financial Reporting Division will prepare on-top adjusting entries to the financial statements to record/correct material transactions only.)	MARCH 28, 2006
Final second quarter data reports available from CBS.	MARCH 29, 2006
All program offices canvass for all unasserted claims through March 31, 2006.	APRIL 3, 2006
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the quarterly financial statement information requirements schedule ("quarterly data call") for items with a March 31, 2006 cut-off date (Includes RSSI).	APRIL 4, 2006
Preliminary Intra-Commerce TDR & TSR due to DOC partner bureaus.	APRIL 6, 2006
Reconciled Intra-Commerce TDR and TSR due to DOC partner bureaus. Intra-Commerce Checklist Part I due to DOC OFM.	APRIL 9, 2006
Unasserted claims through March 31, 2006 for the Department's materiality threshold due to DOC OFM.	APRIL 11, 2006
Trial balance data, financial statement & footnote data, RSI, RSSI, and erroneous payments data due to DOC OFM.	APRIL 11, 2006
Intra-governmental TDR and Intragovernmental Checklist Part I due to DOC OFM.	APRIL 13, 2006
Explanations for significant financial statement and footnote fluctuations due to DOC OFM.	APRIL 14, 2006
Fiduciary confirmation data due in Intragovernmental Fiduciary Transaction Confirmation System for investments and borrowings with Bureau of the Public Debt.	APRIL 17, 2006
Review Checklist Part I signed by NOAA and BIS CFO due to DOC OFM.	APRIL 18, 2006
DOC second quarter FY 06 financial statements due to OMB	APRIL 21, 2006
Hyperion SF-133 data, explanations of SF-133 versus statement of budgetary resources differences, and copies of all FACTS II SF-133's due to DOC OFM.	APRIL 28, 2006
Treasury Report on Receivables (TROR) due to Treasury.	MAY 2, 2006
TROR, TROR Certification, Verification, and Reconciliation due to DOC OFM.	MAY 4, 2006
DOC Review Checklist Part II signed by NOAA and BIS CFO due to DOC OFM.	MAY 11, 2006

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THIRD QUARTER REPORTING REQUIREMENTS	
Month of April closed for transactions in CBS	APRIL 28, 2006
Month of May closed for transactions in CBS	MAY 31, 2006
All line offices notify Financial Statements Branch (Germantown Finance Office) of scheduled PP&E and inventory counts.	When Known
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the quarterly financial statement information requirements schedule ("quarterly data call") for items with a June 13, 2006 cut-off date.	JUNE 20, 2006
Third quarter closed for transactions in CBS. (After this date Financial Reporting Division will prepare on-top adjusting entries to the financial statements to record/correct material transactions only.)	JUNE 27, 2006
Final third quarter data reports available from CBS.	JUNE 28, 2006
All program offices canvass for all unasserted claims through June 30, 2006.	JULY 3, 2006
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the quarterly financial statement information requirements schedule ("quarterly data call") for items with a June 30, 2006 cut-off date (includes RSSI).	JULY 5, 2006
Preliminary Intra-Commerce TDR & TSR due to DOC partner bureaus.	JULY 6, 2006
Reconciled Intra-Commerce TDR and TSR due to DOC partner bureaus. Intra-Commerce Checklist Part I due to DOC OFM.	JULY 9, 2006
Unasserted claims through June 30, 2006 for the Department's materiality threshold due to DOC OFM.	JULY 11, 2006
Trial balance data, financial statement & footnote data, RSI, RSSI, and erroneous payments data due to DOC OFM.	JULY 11, 2006
Intra-governmental TDR and Intragovernmental Checklist Part I due to DOC OFM.	JULY 12, 2006
Explanations for significant financial statement and footnote fluctuations due to DOC OFM.	JULY 14, 2006
Review Checklist Part I signed by NOAA and BIS CFO due to DOC OFM.	JULY 17, 2006
Fiduciary confirmation data due in Intragovernmental Fiduciary Transaction Confirmation System for investments and borrowings with Bureau of the Public Debt.	JULY 18, 2006
DOC third quarter FY 06 financial statements due to OMB	JULY 21, 2006
Hyperion SF-133 data, explanations of SF-133 versus statement of budgetary resources differences, and copies of all FACTS II SF-133's due to DOC OFM.	JULY 31, 2006
Treasury Report on Receivables (TROR) due to Treasury.	AUGUST 1, 2006
TROR, TROR Certification, Verification, and Reconciliation due to DOC OFM.	AUGUST 3, 2006
DOC Review Checklist Part II signed by NOAA and BIS CFO due to DOC OFM.	AUGUST 10, 2006
Treasury Master Appropriation File additions, deletions, or revisions due to DOC OFM.	AUGUST 10, 2006

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FOURTH QUARTER REPORTING REQUIREMENTS	
Month of July closed for transactions in CBS	JULY 31, 2006
Month of August closed for transactions in CBS	AUGUST 31, 2006
All line offices notify Financial Statements Branch (Germantown Finance Office) of scheduled PP&E and inventory counts.	When Known
Preliminary Intra-Commerce TDR & TSR through August 31, 2006 due to DOC partner bureaus.	SEPTEMBER 8, 2006
Reconciled Intra-Commerce TDR & TSR through August 31, 2006 due to DOC partner bureaus.	SEPTEMBER 13, 2006
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the year-end financial statement information requirements schedule ("year-end data call") for items with a September 13, 2006 cut-off date.	SEPTEMBER 19, 2006
FY 2006 closed for transactions in CBS. (After this date Financial Reporting Division will prepare on-top adjusting entries to the financial statements to record/correct material transactions only.)	SEPTEMBER 26, 2006
Final year-end data reports available from CBS.	SEPTEMBER 28, 2006
Due in from NOAA Line Offices, manual adjustments to correct any over obligation at the fund or Category B level.	SEPTEMBER 28, 2006
All program offices canvass for all unasserted claims through September 30, 2006.	OCTOBER 2, 2006
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the year-end financial statement information requirements schedule ("year-end data call") for items with a September 30, 2006 cut-off date (Includes RSSI).	OCTOBER 3, 2006
Preliminary Intra-Commerce TDR & TSR due to DOC partner bureaus.	OCTOBER 6, 2006
Unasserted claims through September 30, 2006 for the Department's materiality threshold due to DOC OFM.	TBD
Reconciled Intra-Commerce TDR and TSR due to DOC partner bureaus. Intra-Commerce Checklist Part I due to DOC OFM.	OCTOBER 9, 2006
Trial balance data, financial statement & footnote data, RSI, RSSI, erroneous payments data, and FACTS I closing package data due to DOC OFM.	OCTOBER 11, 2006
Intra-governmental TDR and Intragovernmental Checklist Part I due to DOC OFM.	OCTOBER 12, 2006
Fiduciary confirmation data due in Intragovernmental Fiduciary Transaction Confirmation System for investments and borrowings with Bureau of the Public Debt.	OCTOBER 13, 2006
Explanations for significant financial statement and footnote fluctuations due to DOC OFM.	OCTOBER 14, 2006
Review Checklist Part I signed by NOAA and BIS CFO due to DOC OFM.	OCTOBER 17, 2006
Treasury Report on Receivables (TROR) due to Treasury.	OCTOBER 20, 2006
TROR, TROR Certification, Verification, and Reconciliation due to DOC OFM.	OCTOBER 20, 2006
All program offices canvass for all unasserted claims through October 26, 2006.	OCTOBER 27, 2006

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Unasserted claims through October 26, 2006 for the Department's materiality threshold due to DOC OFM.	OCTOBER 27, 2006
Fieldwork ends for audits of stand-alone and consolidated bureaus.	OCTOBER 27, 2006
Audit adjusted reconciled Intra-Commerce TDR and TSR due to DOC partner bureaus. Intra-Commerce Checklist Part II due to DOC OFM.	OCTOBER 27, 2006
Audit adjusted intra-governmental TDR and Intragovernmental Checklist Part II due to DOC OFM.	OCTOBER 27, 2006
Consolidated IPA provides OFM with draft summary of material weaknesses, reportable conditions, and compliance matters.	OCTOBER 27, 2006
Hyperion SF-133 data, explanations of SF-133 versus statement of budgetary resources differences, and copies of all FACTS II SF-133's due to DOC OFM.	OCTOBER 30, 2006
DOC Review Checklist Part II signed by NOAA and BIS CFO due to DOC OFM.	NOVEMBER 6, 2006
All program offices canvass for all unasserted claims through November 3, 2006.	NOVEMBER 7, 2006
Unasserted claims through November 3, 2006 for the Department's materiality threshold due to DOC OFM.	NOVEMBER 7, 2006
Fieldwork ends at the Department-level.	NOVEMBER 8, 2006
Consolidated IPA issues draft audit report to OIG and OFM.	NOVEMBER 8, 2006
Management representation letter through November 8, 2006 due to DOC DCFO.	NOVEMBER 9, 2006
Consolidated IPA issues final audit report to OIG and OFM.	TBD
All bureaus canvass their program offices for all unasserted claims through November 13, 2006.	NOVEMBER 15, 2006
All bureaus submit to OFM unasserted claims through November 13, 2006 for the Department's materiality threshold.	NOVEMBER 15, 2006
Department's CFO submits to OMB and Congress Department's final Performance and Accountability Report.	NOVEMBER 15, 2006
OIG provides draft management letter to DOC.	NOVEMBER 30, 2006
Post-close trial balance data due to DOC OFM.	DECEMBER 5, 2006
OIG provides final management letter to DOC.	DECEMBER 15, 2006
Draft corrective action plans due to DOC OFM.	45 days after Issuance of Final Audit Report
DOC submits to OIG Department's final corrective action plans.	60 days after Issuance of Final Audit Report

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Glossary of Acronyms

CBS	Commerce Business System
DOC OFM	Department of Commerce, Office of Financial Management
EST	Eastern Standard Time
ETBs	Expanded Trial Balance (Hyperion data load file)
FINANCE	NOAA Finance and Administration (Germantown Finance Office)
OIG	Office of Inspector General (Commerce)
OMB	Office of Management and Budget
PP&E	Property, Plant and Equipment
RSI	Required Supplementary Information
RSSI	Required Supplementary Stewardship Information
TDR	Transaction Detail Report
TSR	Transaction Summary Report